# APPLICATION FORMAT
## (TO BE FILLED IN ENGLISH CAPITAL LETTERS)

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|---|---|---|---|---|
| 1. | Name of the Post | : | | PASTE YOUR RECENT PASSPORT SIZE PICTURE |
| 2. | Name of the Candidate | : | | |
| 3. | Date of Birth (copy of proof to be enclosed) | : | | |
| 4. | Age as on last date of receipt of application | : | | |
| 5. | Gender (Male / Female) | : | | |
| 6. | Category (General/SC/ST/OBC) | | | |

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|---|---|---|---|
| 7. | Father's / Husband's name | : | |
| 8. | Address for Correspondence | : | |
| 9. | Permanent Address | : | |
| 10. | Aadhar No. | : | |
| 11. | E-mail | : | |
| 12. | Mobile No. | : | |
| 13. | Alternate No. | : | |

## 14. Details of Educational Qualification
### (Matriculation onwards, copy of self-attested documents to be enclosed)

| Exam Passed | Institute / College Name | University / Board | Year of Passing | Major Subjects | % of marks / CGPA* |
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*Attach CGPA to percentage conversion certificate issued by College/University*

## 15. Work Experience
### (copy of self-attested documents to be enclosed)

| S. No. | Employer Name | Designation | From Date | To Date | Duration (Years & Months) | Gross Annual CTC (in INR) | Brief Job Description # |
|---|---|---|---|---|---|---|---|
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*# Attach a separate sheet if required*

**Total Experience: _____ (years & months)**

## DECLARATION

I have carefully gone through the vacancy circular / advertisement and I solemnly declare and undertake that all the information furnished by me is true, correct, and complete to the best of my knowledge and belief.  I undertake that if at any stage of the selection or even after selection, any of the information furnished by me is found to be false, incorrect, or misleading, then my service/engagement will stand cancelled/terminated without assigning me any reason.  I will produce the original documents in support of the information furnished whenever required by the employer.  I also certify that there is no conflict of interest with any concessionaires/stakeholders/staff associated with NHIPMPL.

Date : _____                                   (Signature of the Candidate)

Place : _____                                   (Name of the Candidate)

## Job Description of Assistant System Manager -ATMS/HTMS & TMS (NHIPMPL) at various projects

### Roles and Responsibility:

Following are key responsibilities of the of the Assistant System Manager (ATMS/HTMS & TMS)

1. **Implementation, Operation, Maintenance, Management and Monitoring**
   - Implementation of the ATMS/ HTMS/Intelligent Transportation System (ITS) and Toll Management System on InVIT projects.
   - All Inspection, verification, reporting of material delivery, Installation and testing of ATMS/HTMS & TMS at the project level.
   - All prerequisite works & support related to the System Designing of ATMS/ HTMS/Intelligent Transportation System (ITS) and Toll Management.
   - Monitor System Performance: Ensure the ATMS and TMS systems are functioning properly, tracking traffic flow and toll operations in real-time.
   - Data Analysis: Collect and analyse traffic and tolling data to identify trends, peak times, and potential issues.
   - Maintenance: Oversee the routine maintenance of system hardware and software, ensuring that there are no disruptions in service from the contractor.
   - Incident Management: Handle incidents or system failures efficiently and ensure that corrective actions are taken in a timely manner by the contractor and System integrator.

2. **Coordination and Communication**
   - Liaison Between Teams: Act as a communication bridge between various internal teams to ensure smooth Implementation & functioning of ATMS and TMS.
   - Government & Regulatory Compliance: Ensure the systems comply with government regulations and standards for traffic and toll management.
   - External Stakeholders: Coordinate with third-party vendors, service providers, or contractors responsible for system installation and maintenance.

3. **System Optimization**
   - Performance Optimization: Suggest improvements in both systems to optimize toll collection, reduce congestion, and improve traffic flow.
   - Upgrades and Enhancements: Participate in the planning and implementation of system upgrades and new technology integrations to improve performance.

4. **Team Leadership and Training**
   - Supervision: Supervise and manage the work of junior staff or technicians involved in operating and maintaining the systems.
   - Training & Development: Organize training sessions to ensure that team members are well-versed in the latest system functionalities and technologies.
   - Troubleshooting & Support: Provide guidance and support to the team in resolving technical issues that may arise with the ATMS and TMS.

5. **Reporting and Documentation**
   - Reporting: Prepare and present regular performance and incident reports for management, highlighting any system challenges and improvements.
   - Documentation: Maintain thorough records of Implementation status, operational procedures, maintenance schedules, incidents, and performance reports.

6. **Customer Service and Issue Resolution**
   - Customer Interaction: Oversee customer service functions related to toll collection, dispute resolution, and ensure positive interaction.
   - Complaint Handling: Address complaints or concerns related to toll systems & ATMS system issues, ensuring proper resolution through contractors.

7. **Technology and Innovation**
   - Research and Innovation: Stay updated on the latest trends and advancements in traffic and toll management technologies.
   - Pilot Projects: Lead or support pilot projects that test new traffic management strategies or tolling technologies

8. **Safety and Security**
   - Safety Protocols: Ensure that the systems adhere to safety standards, minimizing risks related to traffic management and toll operations.
   - Security Monitoring: Oversee the security of the system to prevent any cyber threats, data breaches, or system manipulations.

9. **Compliance and Reporting**
   - Regulatory Adherence: Ensure that the systems comply with all relevant traffic laws, toll regulations, and safety and other guidelines.
   - Audit and Review: Regularly audit toll revenue and traffic data to ensure accurate reporting and compliance with financial regulations
   - Daily, weekly, monthly System Status report preparation and escalation of ITS issue to Contractor.

10. **Others**
    - ITS Asset inventory, maintenance & Management.
    - Any other task assigned by Reporting Manager or Head at HQ/Site.
    - Manage IT hardware support and IT infrastructure issues of the projects
    - Requirements Gathering from all the InVIT project related to the ATMS/TMS.
    - Strong communication and project management skills.